

**Campus-wide Calendar and Scheduling Initiative (R25)  
Security and Policy Committee  
April 2005**

**Guidelines for Sponsorship of Events and Community Use of Bates Facilities**

**The goal of this document is to make recommendations to senior staff regarding *what* events may be scheduled using Bates facilities, including events by and/or for the wider community. Two primary recommendations create the basis for the following proposal: all events must have an appropriate sponsor who assumes responsibility for the event and the facilities used, and the use of Bates facilities for personal use is not regarded as an employee benefit, rather events must be tied to the sponsor's role at the College. \***

**For purposes of this document, the following definitions apply:**

**Sponsor – The sponsor is the Bates group which serves a specific role in an official capacity within the College and which can assume responsibility for an event. While an individual may act on behalf of a Bates group, individuals may not act as sponsors.**

**Requestor – The requestor is the individual who asks to schedule an event.**

**Scheduler – The scheduler is the individual(s) who approves or confirms the space and time for a requested event.**

**Internal Event – An internal event is one where 50% or more of the intended audience is from the Bates community (students, faculty, staff, alumni, prospective students and their families). This may include an outside entity such as a speaker or performer coming to campus, as long as the event is intended primarily for an internal audience.**

**External Event – An external event is one where less than 50% of the intended audience is from the Bates community. This may include an internal entity, as when a Bates employee makes a request on behalf of an outside group where the audience is primarily from outside the Bates community.**

**Examples of internal and external events are attached.**

**Sponsorship – Sponsorship is required for all events.**

**Who may sponsor an event?**

- **Any Bates department, program, or organization with a Bates org # may sponsor an event related to its official role at the College.**

**What are the responsibilities of the sponsoring group?**

- **The sponsor is to communicate with the requestor and, where appropriate, to communicate with the outside entity or group.**
- **The sponsor is to ensure compliance with all rules associated with use of the space.**
- **The sponsor is to communicate to the scheduler all requirements for the event and any changes that occur after the initial request.**
- **The sponsor is to meet any planned or unexpected expenses associated with the event.**

- The sponsor is to represent good stewardship on behalf of the College.

Past experience shows that in most cases the requestor is a member of the sponsoring group. When this is not the case, requestors may request the assistance of the Center for Community Partnerships in finding an appropriate sponsor. Bates groups may decide whether or not to sponsor a particular event. In some instances, the Center for Community Partnerships may act as the sponsor for an event. The Center for Community Partnerships and the Student Activities Office may question requests where an inappropriate sponsor seems to be matched to an event.

## **General overview of the process for making a request to use Bates facilities**

### **Internal Events**

**When the requestor is a Bates employee** - The employee will submit the request using the R25 web form and include the org. # of the sponsoring group. The goal of the process is to be quick and simple, and the central scheduler for internal events at the Student Activities Office will schedule most events.

When certain facilities that require special approval are requested, additional schedulers may be involved. The request will automatically be sent to the correct scheduler based on criteria the requestor enters on the form. In some cases, the Center for Community Partnerships may be involved in scheduling internal events when the event is multi-day, involves large attendance, is outside of the regular academic calendar, or requires special support.

**When the requestor is a not employed by Bates** – The Center for Community Partnerships will handle all requests from individuals and organizations not employed by Bates College. The Center will contact other appropriate parties as required.

**When the requestor is a student** – The Office of Student Activities will handle all requests from students.

### **External Event**

**When the requestor is a Bates employee** - The employee will submit the request using the R25 web form and include the org. # of the sponsoring group, if applicable. Indicating on the form that the event is external will automatically forward the event to the Center for Community Partnerships rather than to the Student Activities Office. The Harvard Center for Community Partnerships and/or senior staff will make a final determination about whether or not an external event is scheduled and whether or not it meets established criteria (see below). It is expected that the Center for Community Partnerships will exercise good judgment when determining whether or not an event is in the best interest of Bates.

**When the requestor is not employed by Bates** – All requests made by those not employed by Bates College will be referred to the Center for Community Partnerships, which will contact other appropriate parties as required.

**When the requestor is a student** – All requests from students will be referred to the Office of Student Activities.

**The following criteria will inform decisions of the Center for Community Partnerships when approving or denying requests to schedule events for an external audience.**

**The following influence approval of a request:**

- **Approval is possible when an appropriate Bates group is identified and agrees to act as the sponsor.**
- **Approval is possible when the group is not-for-profit.**
- **Approval is possible when there is a clear connection with the mission of the College.**
- **Approval is possible when the group has an educational mission aligned with the Bates curriculum.**
- **Approval is possible when Bates is part of the group in an official capacity.**
- **Approval is possible when there is a formal relationship or partnership between a Bates group and the non-profit community organization.**
- **Approval is possible when there is a clearly identified benefit for Bates College.**
- **Approval is possible when the event supports the cultural, intellectual, and economic growth of the Lewiston/Auburn community.**
- **Approval is possible when a professional affiliation with a department exists or it is specific to an academic discipline at Bates.**
- **Approval is possible when no other options for space or facilities are available in the area community.**
- **Approval is possible when the Center for Community Partnerships or senior staff determines that, as stated in the College's mission statement, the event is connected with the College's "responsibilities to the larger community."**

**The following influence a denial of a request:**

- **Denial of a request is likely when space or other facilities are unavailable.**
- **Denial of a request is likely when the event is designed as a fund-raiser.**
- **Denial of a request is likely when there are other options or more appropriate locations available in the community. The goal is not to compete with or undermine other community enterprises.**
- **Denial of a request is likely when the requesting group has misused Bates facilities in the past.**
- **Denial of a request is likely when the event would strain resources or require extended responsibility for College personnel that would be difficult to meet.**
- **Denial of a request is likely when the events will disrupt planned Bates activities or daily routine.**
- **Denial of a request is likely when the event is related to personal interest and does not have an appropriate Bates sponsor. (Being a Bates community member as well as a member of an outside community group does not grant access to Bates facilities by that outside group.)**

**Fees**

- **External events may have fees associated with the use of the facilities in addition to those currently customary for internal events. Internal events will continue to have only those fees that are usual and customary, such as charges for food services.**
- **The schedule of fees will be consistent and published.**
- **The Harward Center for Community Partnerships and/or senior staff will determine whether or not fees are assessed for use of space and equipment or whether they may be waived.**

**Role of the Harward Center for Community Partnerships**

- **Certain activities that currently take place on campus may be "grandfathered" in recognition of their past use of Bates facilities, or be allowed additional time to find other appropriate venues**

**for their events. The Center for Community Partnerships will take the leadership role in this process and in communicating any changes in policy to the wider community.**

- **The Center for Community Partnerships makes the final determination of appropriate sponsorship for a particular external event and may deny a request to schedule an event.**
- **The Center for Community Partnerships reviews the established event criteria and makes the judgment about whether or not an event is appropriate.**
- **The Center for Community Partnerships will communicate with requestors for external events to make suggestions, give alternatives, and offer an explanation, when possible, for groups denied permission to schedule Bates facilities.**

---

*\* The one known exception to this is use of the Chapel for certain personal events.*